

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Copier Inventory

FROM:

EXTENSION

NO.

C/IMSS/OL

DATE

12 May 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/NBPO/OL  
1J45 Hqs

2. C/P&TS/OL

3. C/PMS/OL

4. C/SS/OL

5. C/CSG/OL

6. C/B&FB

7. C/FMD/OL  
3E14 Hqs

8. C/P&PG/OL  
158 P&P Bldg

9. C/ACG/OL

10. C/RECD/OL

11. C/SD/OL

12. OC-OL/ISC

13.

14.

15.

12 MAY 1988

MEMORANDUM FOR: Chief, New Building Project Office, OL  
Chief, Personnel and Training Staff, OL  
Chief, Procurement Management Staff, OL  
Chief, Security Staff, OL  
Chief, Budget and Fiscal Branch, OL  
Chief, Facilities Management Division, OL  
Chief, Printing & Photography Group, OL  
Chief, Agency Contracts Group, OL  
[redacted]  
Chief, Real Estate & Construction Division, OL  
Chief, Supply Division, OL  
Chief, OC/OL - Information Services Center  
STAT  
FROM: [redacted]  
Chief, Information and Management Support  
Staff, OL  
SUBJECT: Copier Inventory

1. The Agency Directorate Information Management Officers (IMO's) were asked by the Copier Management Staff (CMS), P&PG/OL to conduct an inventory of all copiers in their Directorates. The inventory was requested to ensure a current list of all copiers and key operators.

2. In response to the CMS/P&PG/OL request, the Directorate of Administration Information Management Officer (DA/IMO) has requested each DA component to conduct a copier inventory.

3. Therefore, it is requested that each OL component complete the attached copier inventory form and return the form to IMSS/IMO, [redacted] Building by COB 18 May 1988.

4. If you have any questions, please call Michael [redacted] IMSS/IMO on [redacted]

Attachment:  
As Stated

OL-4054-88



ADMINISTRATIVE - INTERNAL USE ONLY

Distribution:

- 1-11 - addressees
- 1 - OL Files
- 1 - OL Reader
- 1 - IMSS Official
- 1 - IMSS Chrono

STAT

OL/IMSS/MN:bp  (11May88)

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OFFICE (Group/Div./Br.)	BLDG.	ROOM NUMBER	MANUFACTURER (Canon/Xerox/etc.)	MODEL NUMBER	SERIAL NUMBER	KEY OPERATOR	BLACK LINE	GREEN LINE

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